

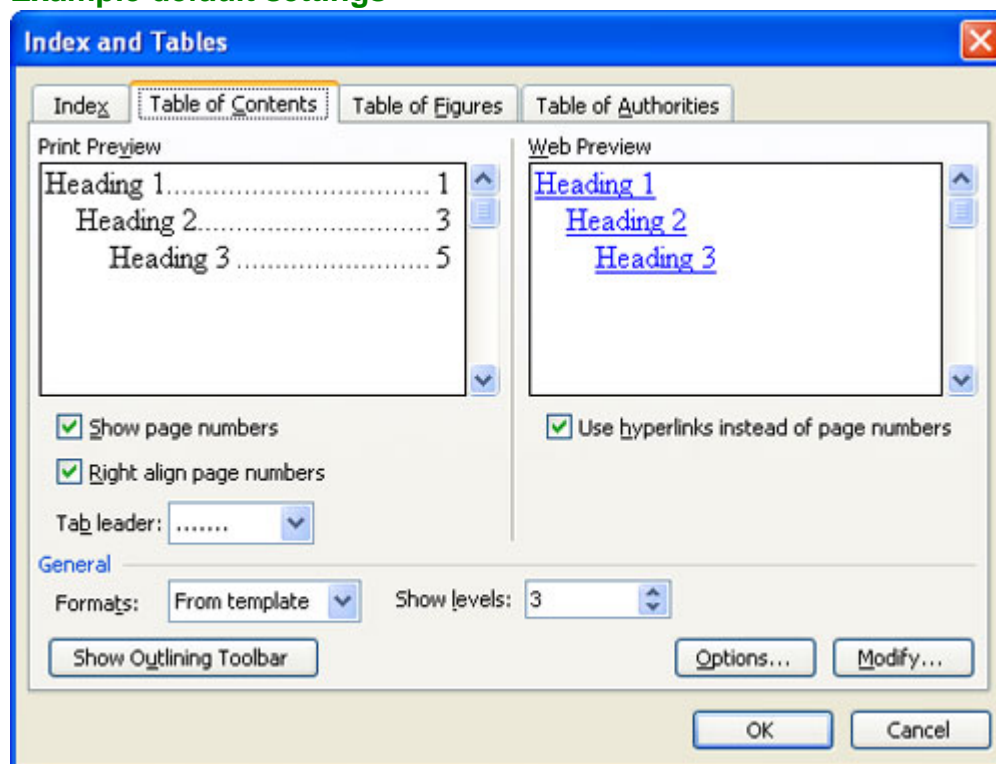
Table of Contents (TOC)

Did you know....that you can create a table of contents (TOC) automatically using the built-in heading styles in Word?

How to create an automatic TOC

1. Ensure you have used styles for the headings in your document (see **Styles** eTip)
2. click on the page where you want to insert the table of contents
3. click on **Insert / Reference / Index and Tables**
4. click on the **Table of Contents** tab
5. Change default setting if desired (eg: you may need to change the **Show Levels** from 3 to 2 depending on what heading styles you used in your document.
Heading style 1 = level 1, Heading style 2 = level 2, Heading style 3 = level 3 etc)
6. click on the **OK** button

Example default settings



We recommend you use the default settings to start with. Then look at how your table of contents is displayed.

If you are not happy with the way the information is displayed experiment with the various settings.

How to update an automatic TOC

1. click anywhere within the table of contents
(the TOC will become shaded)
2. press the **F9** button on your keyboard
3. select one of the **options** and then click **OK**

